

Student Writer Name:

Date:

## Checklist for Poverty/Inequality Letter

Name of Peer Editor:

**Please use this checklist to give feedback to the writer:**

- Read over the entire letter.
- Is the recipient's name spelled correctly? Y/N
- Is the letter LEGIBLE and typed in one font? Y/N
- Is the word **English** capitalized? Y/N If the writer explains that he or she is in English class, it must be capitalized.
- Are the texts accurately identified, spelled and do they include correct typographical denotations? Y/N I.E. The novel, *Make Lemonade*, Make Lemonade, the realistic film "Hidden in America," and an article on "Poverty and Inequality."
- Are the names of the author Virginia Euwer Wolff and director Martin Bell spelled correctly? Y/N
- Does the letter include SPECIFIC SCENARIOS that are used to make suggestions to address poverty? How many? \_\_\_\_\_
- Does the letter use a SEPARATE PARAGRAPH for each SCENARIO? Y/N If NO, please use numbers P1-P4 to mark where the writer should start new paragraphs.

- **Check one:**

\_\_\_\_\_ Does the letter follow the correct template format?

OR

\_\_\_\_\_ Does the letter follow the incorrect template format?

Record what you think is wrong or missing in the template format:

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**READ THROUGH THE LETTER AND ANSWER THE FOLLOWING QUESTIONS**

1. Does the letter include an adequate introduction? Does the letter indicate who the writer is and how the writer is informed about poverty/inequality? Does the letter disclose what information the writer has been studying? If NO, suggest information and details that should be included:

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2. Look over the scenarios in the letter. What are the scenarios or areas of concern that the writer addresses in the letter? Use your own words to explain what the scenarios are:

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3. Does the writer use “signal phrases” to inform the reader about the sources used in the letter? Does the writer give credit to the source? If you think that the attribution is missing, use a sticky note to indicate what needs to be included.

4. Use a sticky note to indicate the BEST data or fact that the letter includes and explain what the data supports or indicates.

5. Use a sticky note to indicate the WORST data or fact that the letter includes and explain why it is VAGUE and what is missing.

6. Is there data or factual information to support and connect to EACH scenario? Check Y/N. If NO, then make a suggestion about the type of data or factual information that is needed:

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**CHECK ONE:**

\_\_\_\_\_ Did the author make clear suggestions and ask the reader to TAKE ACTION

OR

\_\_\_\_\_ Did the author make vague suggestions and forget to ask the reader to TAKE ACTION

**What action item is requested? If none, suggest what the writer might ask:**

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